

EXECUTIVE HOUSEKEEPER

DEFINITION:

Under general direction to plan, organize, supervise, evaluate and administer the housekeeping and laundry programs of a County hospital and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is found only in the Health and Human Services Agency. The Executive Housekeeper is distinguished from the next lower class in this series, Supervising Custodian, in that the former is responsible for ensuring hospital compliance with Title 22 skilled nursing facility standards through the supervision of housekeeping services, the sewing/linen room, and the in-house laundry services of County hospitals. This position reports to the Hospital Administrator.

EXAMPLES OF DUTIES:

Plans, organizes, directs, supervises, and reviews the work of staff in custodial/housekeeping services and linen/laundry services; establishes and maintains standards and procedures; implements standards and procedures as required by State and Federal regulations, and the Joint Commission for the Accreditation of Healthcare Organizations; inspects patient rooms, wards, offices, storage, and work areas to assure compliance with Title 22 Skilled Nursing Facility Standards; develops and implements corrective action plans to correct licensure deficiencies in an effective and timely manner; maintains good working relationships with professional, administrative and maintenance personnel; initiates and directs housekeeping and laundry in-service training programs; prepares specifications and initiates requisition for equipment, furnishings, draperies, and supplies; makes final selection of employees; evaluates employee efficiency; administers disciplinary measures; prepares reports as required; makes budgetary recommendations; maintains records and parts necessary in order to administer the facility Key system; and directs the maintenance of linen and other supply inventories, and orders necessary supplies.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Title 22 Skilled Nursing Facility Requirements.
- Joint Commission for the Accreditation of Healthcare Organizations.
- Code of Federation Regulation: Conditions of Participation for Skilled Nursing Facilities.

General Knowledge of:

- Principles and techniques of supervision.
- Training and in-service methodologies.
- Infection control procedures and methods, including isolation.
- Principles, methods and procedures of housekeeping in patient areas, office and staff living quarters.
- Methods of controlling inventory and distributing linen supplies.
- Floor care management – waxing, buffing and stripping.

- Deodorizing and disinfecting agents appropriate to a hospital environment.
- Personal patient clothing marking and delivery systems.
- Basic arithmetic to keep records.
- Product availability and performance.
- Key system (security) for a facility.
- Laundering techniques for delicate items e.g., algra pads, personal clothing.

Skills and Abilities to:

- Plan, organize, direct, coordinate, supervise and review work of staff.
- Design and implement quality assurance systems and corrective action plans.
- Maintain perpetual linen inventory records.
- Establish and maintain cooperative relationships with a multi-disciplinary professional staff and those contacted in the course of work.
- Deal with physically and/or mentally debilitated individuals.
- Write policies and procedures for housekeeping, laundry and linen services.
- Effective verbal communication.

EDUCATION/EXPERIENCE:

Education, training, and experience which clearly demonstrate possession of the knowledge and skills listed above. An example of such experience is three (3) years in a supervisory role such as Executive Housekeeper, Director of Housekeeping/Laundry, or Housekeeping/Laundry Supervisor in a large hospital, nursing center, or other in-patient residential institution. Possession of a Professional Housekeeping Management Certificate or a degree in Environmental Health or related field is considered highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

This position requires possession of a valid California driver's license is required at time of appointment or the ability to arrange transportation for field travel.

Working Conditions:

May have to perform physical work activities for operation of new employees, to analyze work procedures, and in emergency situations.